

## Procedures for Industrial Clearance / Investigation Requests

### Last Updated March 27, 2006

In July 2005, the Defense Security Service (DSS) discontinued the use of the electronic transmission of Electronic Personnel Security Questionnaires (EPSQs) and replaced this capability with the [Electronic Questionnaire for Investigations Processing](#) (e-QIP). To use e-QIP, a Department of Defense (DoD) contractor must become a Joint Personnel Adjudication System (JPAS) user. If you do not have connectivity to e-QIP via the JPAS or if you have any additional questions or issues that you are unable to resolve, please contact the DoD Security Services Call Center at 1.888.282.7682 for assistance.

There are a few instances when a contractor may be unable to submit a request for a clearance/investigation through JPAS/e-QIP. The following table provides guidance on submission options available at this time. The issues identified are aggressively being worked to enable industry to submit all requests via e-QIP.

Type of Request	Process	Description	Mail To Attn: (if applicable)
Initial submission of a clearance/ investigation request	Completed investigation within 24 months but a new investigation is required. The JPAS/ e-QIP will not permit initiation of the investigation  Facility clearance is Secret and facility has a Special Access Program requirement for Single Scope Background Investigations (SSBI or SBPR).	Examples, at this time, include:  <ol style="list-style-type: none"> <li>1) Clearance can not be reinstated as there has been no access within the last 24 months but investigation within scope</li> <li>2) Requested by Defense Industrial Security Clearance Office (DISCO)</li> <li>3) Resubmissions 12 months after a Defense Office of Hearings and Appeal (DOHA) decision to deny or revoke a subject's clearance eligibility</li> <li>4) Facility clearance, e.g. Secret or Confidential, yet a contract requirement exists to have employees cleared with SSBI or SBPR investigations.</li> </ol> <p>Only in these instances may the FSO submit to DISCO a Questionnaire for National Security Positions, Standard Form 86 (SF 86) in hard copy with a signed general release and Fingerprint card (FPC), if required. If a general release and FPC were already provided to the DSS, the FSO must still include these with the hard copy packet. Once JPAS/e-QIP permits FSOs to submit via JPAS/e-QIP, hard copy SF 86s will no longer be accepted. To complete the SF 86 Agency Use Information, refer to <a href="http://www.opm.gov/extra/investigate/dodsf86.pdf">http://www.opm.gov/extra/investigate/dodsf86.pdf</a> for instructions.</p> <p>If the applicant is not already in JPAS, the FSO should create applicant's person record before submitting the hard copy.</p>	ATTN: Initial PSQ Submission  DISCO 2780 Airport Drive Suite 400 Columbus OH 43219-2268
Initial EPSQ Rejects	Facility Security Officer (FSO) sends DISCO a request for a clearance/investigation; if request is incomplete, FSO is provided with a notice of the unacceptable request	Rejected upon review based on the need for additional information. FSO can resubmit via one of two methods.  <ol style="list-style-type: none"> <li>1) A hard copy SF 86 with signed general release, and FPC, if required. DISCO will review the package for completeness and mail to the OPM. If a general release and FPC already were provided to the</li> </ol>	ATTN: Initial PSQ Submission  DISCO 2780 Airport Drive Suite 400

		<p>DSS, the FSO must still include with the hard copy packet. To complete the SF 86 Agency Use Information, refer to <a href="http://www.opm.gov/extra/investigate/dodsf86.pdf">http://www.opm.gov/extra/investigate/dodsf86.pdf</a> for instructions.</p> <p>2) E-QIP is the preferred method of submission. Send the release and FPC, if required, to OPM (not DSS)</p> <p>Submission using e-QIP will result in faster processing times.</p>	Columbus OH 43219-2268
OPM Reject	Investigation request accepted by DISCO and forwarded to OPM.	<p>OPM rejected for missing or incomplete information. Customer can resubmit via one of two methods.</p> <p>1) A hard copy SF 86 with signed general release, and FPC, if required. DISCO will review the package for completeness and mail to OPM. If a general release and FPC already were provided to DSS, FSO still needs to include with hard copy packet. To complete the SF 86 Agency Use Information, refer to <a href="http://www.opm.gov/extra/investigate/dodsf86.pdf">http://www.opm.gov/extra/investigate/dodsf86.pdf</a> for instructions.</p> <p>2) By customer's choice, e-QIP</p> <p>Submission using e-QIP will result in faster processing times.</p>	<p>ATTN: PSQ Resubmission</p> <p>DISCO 2780 Airport Drive Suite 400 Columbus OH 43219-2268</p>

For more information, visit the following:

- DoD Security Services Center 888-282-7682, <http://www.dss.mil/custservctr.htm>
- DSS , <http://www.dss.mil/>
- e-QIP, <http://www.dss.mil/epsq/index.htm> or <https://jpas.dsis.dod.mil/docs/what-is-eQIP-05-2005.doc>
- JPAS, <https://jpas.dsis.dod.mil/> or JPAS training, <http://www.dss.mil/training/securityawareness.htm>
- Questionnaire for National Security Positions, Standard Form 86 - <http://www.opm.gov/forms/html/sf.asp>
- Office of Personnel Management (OPM) Agency Use Information - <http://www.opm.gov/extra/investigate/dodsf86.pdf>